

CAYUCOS SANITARY DISTRICT  
200 Ash Avenue  
PO Box 333, Cayucos, CA 93430-0333  
805-995-3290

GOVERNING BOARD  
R. B. Enns, President  
R. H. McHale, Vice-President  
H. Fones, Director  
S. Lyon, Director  
M. Foster, Director

REGULAR MEETING  
MINUTES  
JULY 21, 2010

1. ESTABLISH QUORUM AND CALL TO ORDER

Vice-President McHale called the meeting to order at 6:03 p.m.

Board members present were Vice-President McHale and Directors Fones, Lyon and Foster. President Enns was absent.

Staff present was District Manager Callahan, Administrative Services Officer Brookins and Administrative Services Technician Martin.

Visitor present was Dorothy Fones.

2. PUBLIC COMMENTS

There were no public comments.

3. PUBLIC HEARING FOR DELINQUENT SEWER CHARGES

A. OPEN PUBLIC HEARING

Vice-President McHale opened the Public Hearing. There were no questions or comments.

B. CLOSE PUBLIC HEARING

Vice-President McHale closed the Public Hearing.

C. CONSIDERATION TO ADOPT RESOLUTION NO. 2010-2 CONFIRMING REPORT OF DISTRICT CLERK RELATIVE TO UNPAID SEWER CHARGES AND LEVYING ASSESSMENTS FOR COLLECTION ON THE TAX ROLL

MOTION: First by Fones with second by Foster to adopt Resolution No. 2010-2 Confirming Report of District Clerk Relative to Unpaid Sewer Charges and Levying Assessments for Collection on the Tax Roll. ROLL CALL

VOTE: Enns (absent); McHale (yes); Fones (yes); Lyon (yes); Foster (yes)

4. PUBLIC HEARING FOR DELINQUENT SOLID WASTE DISPOSAL CHARGES

A. OPEN PUBLIC HEARING

Vice-President McHale opened the Public Hearing. There were no questions or comments.

B. CLOSE PUBLIC HEARING

Vice-President McHale closed the Public Hearing.

C. CONSIDERATION TO ADOPT RESOLUTION NO. 2010-3 CONFIRMING REPORT OF DISTRICT CLERK RELATIVE TO UNPAID SOLID WASTE DISPOSAL CHARGES AND LEVYING ASSESSMENTS FOR COLLECTION ON THE TAX ROLL

MOTION: First by Foster with second by Fones to adopt Resolution No. 2010-3 Confirming Report of District Clerk Relative to Unpaid Solid Waste Disposal Charges and Levying Assessments for Collection on the Tax Roll. ROLL CALL

VOTE: Enns (absent); McHale (yes); Fones (yes); Lyon (yes); Foster (yes)

5. CONSIDERATION TO ADOPT RESOLUTION NO. 2010-4 REQUESTING A BIENNIAL ELECTION BE CONSOLIDATED WITH THE NOVEMBER 2, 2010 GENERAL ELECTION

The four-year terms of three Board members (Shirley Lyon, Bud McHale and Michael Foster) end November 2, 2010. The District must file a resolution requesting consolidation of their election with the November 2, 2010 County General Election.

MOTION: First by Fones with second by Lyon to adopt Resolution No. 2010-4 Requesting a Biennial Election be Consolidated with the November 2, 2010 General Election. ROLL CALL VOTE: Enns (absent); McHale (yes); Fones (yes); Lyon (yes); Foster (yes)

6. ENTER INTO AN AGREEMENT WITH THE COUNTY OF SAN LUIS OBISPO FOR THE CONSTRUCTION OF CURB, GUTTER, AND SIDEWALK IMPROVEMENTS AND ISSUE A BOND IN THE AMOUNT OF \$68,600.00 AS A CONDITION OF THE DISTRICT OPERATIONS AND MAINTENANCE GARAGE PROJECT

Manager Callahan's written report was received. A County requirement of the proposed District Operations and Maintenance Garage Project is the construction of curb, gutter and sidewalk improvements, and includes issuance of a \$68,600.00 performance bond. Manager Callahan anticipates the building permit will be issued shortly after the County receives the executed agreement and bond.

MOTION: First by Fones with second by Lyon for the District to enter into an agreement with the County of San Luis Obispo for the construction of curb, gutter and sidewalk improvements and to issue a bond in the amount of \$68,600.00, as a condition of the Operations and Maintenance Garage Project. VOTE: 4-0

7. STATUS REPORT ON THE DISTRICT OPERATIONS AND MAINTENANCE GARAGE PROJECT AND PROPOSED PROJECT MANAGEMENT

Manager Callahan provided a project timeline, as requested at the last Board meeting. He anticipates construction to commence in mid-October and the project to be completed in approximately nine months. ASO Brookins reported that obtaining a USDA loan appeared to be fairly easy initially but has proven otherwise, with additional costs, agreements and paperwork involved. He asked if the Board would consider paying for the project "out of pocket", referring to his 10 year cash flow projections that compared capital projects funded with and without financing. Board members concurred it was a viable course of action.

8. STAFF COMMUNICATIONS AND INFORMATION ITEMS (NO ACTION REQUIRED):

A. District Manager's Report (Callahan) – June 2010

Manager Callahan reported that staff (D. Zevely) completed the District's Injury and Illness Prevention Plan (IIPP). It was reviewed during a Cal/OSHA Consultation Service visit on July 12, 2010 and subsequently the District received the "Golden Gate Partnership Recognition" award from Cal/OSHA for actively participating in occupational safety and health in the workplace. The Board commended Zevely on a job well done.

F. Monthly Customer Satisfaction Survey Submissions

Completed Customer Satisfaction Surveys are included for the Board's review each month. A number of customers are interested in online banking when paying their District sewer bills. Board members suggested staff look into implementing that option.

9. CONSENT CALENDAR

A. Approval of Minutes for the June 16, 2010 Special Board of Directors Meeting

B. Approval to pay outstanding bills as of July 21, 2010

MOTION: First by Lyon with second by Fones to approve the Consent Calendar in its entirety. VOTE: 4-0

10. BOARD MEMBER COMMENTS

Manager Callahan reported that the Customized Design Report (CDR) by PERC Water is expected September 7, 2010, after which an independent analysis of that process as well as that of Montgomery Watson Harza (design contractor for the Wastewater Treatment Plant Upgrade), will take place.

11. MEETINGS, CONFERENCES, AND SEMINARS:

B. Morro Bay-Cayucos Wastewater Treatment Plant (JPA) Meeting, Date: August 12, 2010 has been tentatively cancelled.

12. SCHEDULE AGENDA ITEMS FOR THE AUGUST 18, 2010 BOARD MEETING

**CLOSED SESSION:**

13. PUBLIC EMPLOYEE PERFORMANCE EVALUATION pursuant to Government Code Section 54957

Title: District Manager

Vice-President McHale announced Closed Session at 7:00 p.m.

**RECONVENE TO OPEN SESSION:**

14. ANNOUNCE ACTIONS TAKEN IN CLOSED SESSION

The meeting reconvened to Open Session at 7:30 p.m. There were no actions to announce.

15. ADJOURNMENT

The meeting thereafter adjourned.

Minutes recorded by: *Nancy Martin*  
Nancy Martin, Admin. Services Tech.